

Expense Report for Peter Clarke: February 2018

Non-mileage expenses

Date	Receipt Amount	Expense Type	Other Information	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
05-Feb-2018	4.40 GBP	Other Travel - General	Taxi from the office to Millbank studios to do interviews on our Lindholme inspection report			4.40
07-Feb-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight with the team during the inspection of HMP Belmarsh. Staying at the Marriott Hotel in Bexleyheath - not booked via Redfern	✓		21.00
08-Feb-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight with the team during the inspection of HMP Belmarsh. Staying at the Marriott Hotel in Bexleyheath - not booked via Redfern	✓		21.00
13-Feb-2018	5.60 GBP	Other Travel - General	Drove own car from home to Cardiff to attend meetings with Welsh government and Welsh Prison Service on 14 February. Severn Bridge Toll.			5.60
13-Feb-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight at hotel in Cardiff, in order to meet with the Welsh Minister, Welsh Government officials and Welsh Prison Service on 14 February. Stayed at the Radisson Blu, Cardiff.	✓		21.00
13-Feb-2018	20.00 GBP	Other Travel - General	Drove own car from home to Cardiff to attend meetings with Welsh government and Welsh Prison Service on 14 February. Car parking at the Radisson Blu in Cardiff.			20.00
21-Feb-2018	14.00 GBP	Other Travel - General	Taxi from the office to Tottenham Court Road. Originally meant to be going to Kings Cross station but held up in traffic so jumped out and carried on by tube. On the way to catch a train to Durham to attend an inspection.			14.00
21-Feb-2018	2.40 GBP	General Public Transport Travel	Tube from Tottenham Court Road to Kings Cross. Travelling to Durham to attend an inspection.			2.40
21-Feb-2018	153.00 GBP	General Public Transport Travel	Return train ticket from London Kings Cross to Durham - which had to be purchased because of delays in getting to the station so missed the booked train.			153.00
21-Feb-2018	4.50 GBP	Other Travel - General	Taxi from Durham station to hotel. Staying with the team during the inspection of HMP/YOI Low Newton. Staying at Radisson Blu Durham.			4.50
21-Feb-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Staying overnight with the team during the inspection HMP/YOI Low Newton. Staying at Radisson Blu Durham.	✓		21.00
22-Feb-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Staying overnight with the team during the inspection HMP/YOI Low Newton. Staying at Radisson Blu Durham.	✓		21.00
23-Feb-2018	4.50 GBP	Other Travel - General	Taxi from hotel to Durham station following the inspection of HMP/YOI Low Newton. Staying at Radisson Blu Durham.			4.50
23-Feb-2018	1.50 GBP	General Public Transport Travel	Bus from Kings Cross station to Waterloo, on the way home from inspection of HMP/YOI Low Newton.			1.50
Total						314.90

Mileage expenses

Start Date	End Date	Expense Type	Other Information	Total Miles	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
07-Feb-2018	07-Feb-2018	General Mileage	Drove own car to stay with the team during the inspection of HMP Belmarsh. Staying at the Marriott in Bexleyheath.	54(Miles)	0.25			13.50
08-Feb-2018	08-Feb-2018	General Mileage	Drove own car from the hotel to HMP Belmarsh for the inspection. And return to the hotel in the evening. Staying at the Marriott in Bexleyheath.	13(Miles)	0.25			3.25
09-Feb-2018	09-Feb-2018	General Mileage	Drove own car from the hotel to HMP Belmarsh to finish the inspection. And then back to home.	71(Miles)	0.25			17.75
13-Feb-2018	13-Feb-2018	General Mileage	Drove own car from home to Cardiff, for meetings with the Welsh Minister, Welsh government officials and Welsh Prison Service on 14 February. Staying at Radisson Blu in Cardiff.	151(Miles)	0.25			37.75
14-Feb-2018	14-Feb-2018	General Mileage	Drove own car from hotel to home following meetings with the Welsh Minister, Welsh government officials and Welsh Prison Service. Staying at Radisson Blu in Cardiff.	155(Miles)	0.25			38.75
Total								111.00